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Bachelor of Education Web Registration Guide – 2009 Winter Session Native Indian Teacher Education Program – Years 1 &2 (BEDS)

Introduction

During the first two years at one of the NITEP field centres, teacher candidates complete arts/science courses from UBC, local community college, or university-college as well as education courses from UBC. Urban Centre teacher candidates usually complete all courses at UBC. The education placements are both during and at the end of each academic year. The NITEP year begins in September and for the first three years concludes with the final education placement in May. Core courses for teacher candidates in the NITEP Secondary Option are 6 credits of English (1st year) and 3-6 credits of English composition (200 level or above).

Registration dates and instructions are provided on Page 2.

PROGRAM & REGISTRATION INFORMATION:

This guide is to compliment the NITEP Handbook and registration instructions that you have received from advising. **Select the applicable UBC Standard Timetable for registration:**

Duncan Field Centre

Registrants in Year 1, register in the Standard Timetable: **STT 271: NITEP Option - Year 1 Secondary - Duncan Field Centre**

Registrants in Year 2, register in the Standard Timetable: **STT 272: NITEP Option - Year 2 Secondary- Duncan Field Centre**

Both timetables contain: EDUC 140, EDUC 143, EDUC 240, EPSE 317, LLED 336

Kamloops Field Centre

Registrants in Year 1, register in the Standard Timetable: **STT 287: NITEP Option - Year 1 Secondary- Kamloops Field Centre**

Registrants in Year 2, register in the Standard Timetable: **STT 288: NITEP Option - Year 2 Secondary- Kamloops Field Centre**

Both timetables contain: EDUC 143, EDUC 240, EPSE 317, LLED 336

Urban Field Centre

Registrants in Year 1, register in the Standard Timetable: **STT 289: NITEP Option - Year 1 Secondary- Urban Field Centre**

Registrants in Year 2, register in the Standard Timetable: **STT 340: NITEP Option - Year 2 Secondary- Urban Field Centre**

Both timetables contain: EDUC 141, EDUC 143, EDUC 240, EPSE 317, LLED 336

GENERAL REGISTRATION INSTRUCTIONS

1. **Registration opens: Year 1 and 2 on June 16, 2009 at 9:00 am**
2. Registrants must pay the \$100 non-refundable deposit **prior to** starting course registration (First-time UBC registrants must pay \$250). The deposit can be paid on-line at the Student Service Centre using a Mastercard, VISA or Electronic Funds Transfer. For other payment options, go to <http://students.ubc.ca/finance/fees.cfm>. Registrants are responsible for arranging payment of this deposit even if the funds come from their bands.
3. **Plan a conflict-free timetable by creating worklists.** Logon to the Student Services Centre at www.students.ubc.ca/ssc using your Campus Wide Login (CWL). Registrants can create multiple worklists by adding standard timetables and course sections (instructions below). Once registration opens, registrants can register into a selected worklist; registration will only be successful if the timetable and/or course has space available.
4. **Ready to begin registration.** Log on to the **Student Services Centre** at www.students.ubc.ca/ssc using your Campus Wide Login (CWL) (*new registrants will be prompted to create a CWL when they login using their student number and birthdate*).
5. Registrants can complete registration into a selected worklist if previously created. If registration into your worklist was unsuccessful, or if you did not complete a worklist prior to the registration date, you will need to proceed with the following:
 - **To add a standard timetable:** click Course Schedule, select the session (2009 Winter) and click on Standard Timetable (STT). Select your program (BEDS, year 1 or 2), click on and register in the standard timetable for your year and field centre.
 - **To add courses:** If applicable or as instructed by the NITEP Coordinator, register into any outstanding required core courses (listed above), additional academic electives and senior courses. To register, click Course Schedule - Add/Drop Courses. Enter the course information and click on Register.
6. Once registration is complete, click on **Timetable** to view and print your course schedule. Please repeat this process prior to class start as timetable changes may occur.
7. Click on **My Financial Account** to check deadlines and pay fees.
8. Update mailing and Email addresses if necessary.
9. **Not confident using the Student Services Centre?** Use the SSC Tutorials located in the Quicklinks to help you learn to navigate the system. Registrants may also request help from a NITEP Coordinator.
10. **A total of 163 credits is required to complete the degree.**